



United States
Department of
Agriculture

Agricultural
Marketing
Service

Alternative
Resolution
Service

Date: _____

Case Number: _____

To Whom It May Concern:

_____ and _____
were scheduled to have their case mediated on _____
at _____.

_____ appeared at the appointed time and place,
however, _____ failed to appear for the mediation.

We regret that the mediation was not able to be held, but both parties must be present in
order for the mediation conference to proceed. We appreciate _____'s
good faith effort to resolve the dispute.

Mediator Signature